

GUIDELINES FOR FAX FILINGS

FAX REQUEST TO Document Review (860) 509-6069 UCC and Certification Unit (860) 509-6057

Please Note: Sending fax to the wrong number may result in a delay in processing your document.

1. Filing Requirements:

- Filer may use a prepaid account, which is in good standing, with the office. If you do not have an account with our office, check with our Financial Unit at (860) 509-6154.
- All filings must be received with our Fax Filing Service Request cover sheet.
- The Fax Filing cover sheet must be filled out completely for your document to be processed.
- Each filing must have its own separate Fax Filing Service Request cover sheet.
- Each filing will be considered received in its entirety. No "additional" or "correction" pages will be accepted after submission.
- Filings that are not legible will be rejected.
- Official filing hours are Monday – Friday, 8:30 a.m. – 4:00 p.m., except state holidays. Any filing received on a holiday, weekend, or after the close of the filing day will be considered received as of the start of the next business day.
- There will be no additional costs for fax filing requests.
- If EXPEDITED SERVICE is requested, an additional \$25.00 per transaction is required.

Please Note: EXPEDITED SERVICE is not available for Uniform Commercial Code (U.C.C.) filings.

2. Acceptable Faxed Filings for Document Review:

- Title 33 and Chapter 613 of Title 34 of the Connecticut General Statutes provides the statutory authority for the transmittal of faxed filings. All filings related to the following will be accepted:
 - Domestic Stock Corporations
 - Domestic Nonstock Corporations
 - Foreign Stock Corporations
 - Foreign Nonstock Corporations
 - Domestic Limited Liability Companies
 - Foreign Limited Liability Companies

3. Acceptable Faxed Filings for Uniform Commercial Code (U.C.C.)

- Title 42a of the Connecticut General Statutes provides the statutory authority for the transmittal of faxed filings. All filings related to the following will be accepted:
 - Initial Financing Statement
 - Amendment
 - Correction Statement
 - Search Requests

4. Certification Unit Request:

- These filings are available for all entities:
 - Certified Copies
 - Plain Copies
 - Certificates of legal existence

5. Document Review Unit and Certification Unit Confirmation Procedure:

- All confirmation letters, whether acceptance or rejection of a Business or UCC filing, will be mailed to the filer. Certified copies and legal existences will also be mailed or placed in the filer's pick up box.

(Revised 1/2008)